



DEPARTMENT OF THE NAVY

COMMANDING OFFICER
NAVAL AIR STATION
700 AVENGER AVENUE
LEMOORE, CALIFORNIA 93246-5001

NASLEMINST 1730.1C

013

29 NOV 1995

NAS LEMOORE INSTRUCTION 1730.1C

From: Commanding Officer, Naval Air Station, Lemoore

Subj: CHAPEL USAGE

Ref: (a) SECNAVINST 1730.7
(b) OPNAVINST 1730.1B
(c) NASLEMINST 1700.3C
(d) NASLEMINST 5560.8E

Encl: (1) Guidelines for Chapel Usage
(2) Application for Chapel Usage
(3) Application for Chapel Usage (Facsimile)

1. Purpose. To issue policy and procedures for the use of the chapel facilities.

2. Cancellation. NASLEMINST 1730.1B

3. Discussion

a. The Chapel is available to eligible persons for special religious services or other appropriate functions on a not-to-interfere basis with the Command Religious Program.

b. Terms:

(1) Chapel refers to the Station Chapel Complex. When a specific facility is mentioned, it will be designated by name or building number.

(2) Eligible persons refers to those who hold a Uniform Service Identification and Privilege Card (DD Form 2N Series).

(3) Special religious service or ceremony refers to weddings, funerals, memorial services, Bar/Bat Mitzvahs, confirmations, and other ordinances or sacramental rites.

c. Policy. The use of the Chapel will be administered by the Command Chaplain per references (a) and (b) and this instruction.

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4. Action

a. Eligible persons who wish to reserve the Chapel for a special religious service or ceremony for themselves or their bonafide family members may do so in compliance with Chapel Guidelines, enclosure (1) and submitting the Application for Chapel Usage, enclosure (2). Requests must be made in person or via facsimile and will not be accepted by telephone. Authorized command functions requesting to use the chapel complex may submit the Application for Chapel Usage, enclosure (2) or the Application for Chapel Usage (Facsimile), enclosure (3). Authorized command functions include retirements, memorials, training, advancement examinations, or similar military events.

b. The sponsor is responsible for all persons in attendance and is to ensure that they follow the regulations as guests of Naval Air Station Lemoore. Infraction of guidelines stated in enclosure (1) may result in the possible loss of use of the facilities, such as cancellation of the event, or denial of future usage.


G. C. WOOLDRIDGE

Distribution: (NASLEMINST 5215.2U)
Lists B and E

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GUIDELINES FOR CHAPEL USAGE

1. Eligible persons making application for chapel usage will understand their responsibility prior, during, and after the event including the behavior of all guests in attendance. Those in attendance shall present themselves in appropriate attire and conduct themselves as guests of the NAS Lemoore Chapel. It is further understood that:

a. Scheduling. The use of the chapel for special religious services or ceremonies will be scheduled without interference with the Command Religious Program. The following order of priority governs the use of the Chapel:

- (1) Command Religious Services
- (2) Command Religious Program Activities
- (3) Special Religious Services or Ceremonies
- (4) Other Chapel Related Activities

Private parties, dinners and receptions are not an appropriate use of Chapel facilities. The various air station Morale, Welfare and Recreation facilities schedule private functions.

b. Chaplains and Clergy:

(1) Per reference (a), chaplains conduct special worship services, public worship, ceremonies following the policies and procedures of his/her ecclesiastical authorities. Arrangements requesting the services of a chaplain for any ceremony shall be made directly with the chaplain concerned and are separate from the arrangements made to use the chapel. Each chaplain will determine whether his/her conscience or ecclesiastical regulations permit him/her to officiate.

(2) Eligible personnel may invite civilian clergy to conduct religious ceremonies in the chapel. Eligible personnel shall ensure that a Letter of Intention be sent from their civilian clergy to the Command Chaplain. This letter shall include the authority from which the officiant receives ecclesiastical endorsement and the extent of premarital instruction required for the couple. The Command Chaplain shall

Encl (1)

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review and endorse the admittance of civilian officiants requesting the use of the chapel facilities. Arrangements with civilian clergy are considered separate from the arrangements to reserve the chapel.

c. Guests aboard NAS Lemoore. The eligible person sponsoring a special religious service or ceremony is responsible for making arrangements for the entry of guests, including musicians, florists, photographers, etc., into the station. All persons participating in or attending a special religious service or ceremony in the chapel shall comply with current regulations concerning entry onto the Air Station and personal conduct while on board, including the operation of private vehicles per reference (d).

2. In addition, the eligible person sponsoring an event, particularly a wedding, is responsible for the following:

a. Consultants, such as wedding consultants or funeral directors, are to be advised that the chaplain or officiating clergy has final authority on all decisions regarding procedures in the chapel before, during, and after the ceremony.

b. Photographers must consult with the officiating clergy concerning his/her policy regarding the taking of photographs during the religious service.

c. Organist/Musicians, other than the designated chapel organist, must be approved by the Command Chaplain. Taped music is permitted. Musical selections shall be appropriate for a chapel setting.

d. Fees and Arrangements. No fees shall be charged for the use of the chapel or for the services of the military chaplains or religious program specialists. However, contributions to the Religious Offering Fund are permissible. Fees for the personal services of civilian clergy, organist, or others are the responsibility of the eligible person and shall be paid directly to them prior to the service.

e. Chapel Hours. The chapel will be open one hour before the wedding and should be vacated for its next use according to the two hour allotted time period. It will be the responsibility of the sponsor to ensure that the wedding party, guests, florist

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and photographer are aware of these limitations. Punctuality is highly recommended. The chaplain officiant has the option of withdrawing his/her support of any event where primary participants are absent at the time the event has been scheduled to begin. Group activity in the Chapel and/or Building 811 will start from 0730 or after and secure no later than 2130. Exceptions for hours shall be approved prior to the event by the Command Chaplain.

f. Prohibitions. The consumption or possession of alcoholic beverages on the Chapel premises, to include all adjacent parking areas, is STRICTLY PROHIBITED per reference (c). Rice, confetti, birdseed or other materials shall not be thrown in or around the Chapel or on Chapel premises. Weapons will not be worn or stored in the Chapel, Building 810 (i.e., swords sheathed or unsheathed or holstered pistols). Food items or drink will not be consumed in or around the Chapel with the exception of those necessary for infants and toddlers.

g. Condition of Chapel

(1) The Chapel, Building 810 or the Religious Education Wing, Building 811, shall be returned to the setup in which it was found following the scheduled, activities, other than religious services. Special arrangement requirements are the responsibility of the sponsoring activity. Sponsors are responsible for cleaning up after their activity.

(2) The religious setting or the liturgical colors of the season will not be altered except to coincide with the liturgical setting of a faith group as per reference (a).

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APPLICATION TO USE CHAPEL COMPLEX FACILITIES

FACILITIES ARE AVAILABLE FROM 0730 TO 2130. WEDDINGS ARE SCHEDULED FOR TWO HOURS BETWEEN 1000-1600

DATE OF USE (DD/MM/YY): / / TIME; FROM: TO:

ACTIVITY/CEREMONY:

FACILITIES Requested:

FELLOWSHIP HALL () RELIGIOUS EDUCATION OFFICE () MAIN CHAPEL ()
 CLASSROOM ONE (1) () NURSERY () SMALL CHAPEL ()
 CLASSROOM TWO (2) () KITCHEN () BRIDAL ROOM ()

PERSON(S) MAKING RESERVATION:

SPONSORS FULL NAME: RATE/RANK:

BRANCH OF SERVICE: (circle one) ACTIVE RETIRED RESERVE

ADDRESS: PHONE: () -

DUTY STATION: PHONE: () -

RESPONSIBLE PERSON IN CHARGE OF CLEANING AFTER ACTIVITY/CEREMONY

RATE/RANK/FULL NAME: PHONE: () -

DUTY STATION: PHONE: () -

PART A: INSTRUCTIONS FOR ALL CHAPEL COMPLEX USE.

1. I understand that chapel functions take precedence over other activities and that the Command Chaplain may postpone/cancel non-religious activities to accommodate special circumstances.
2. I understand the SPONSOR shall:
 - a. Keep the reserved parking spaces open in front of the chapel.
 - b. Ensure clean up after the activity or ceremony, sweeping/mopping, placing space back as found before event and removing all trash to the dumpster at the east end of Building 811 parking lot.
 - c. Clean the Kitchen and items utilized, if used, after the event.
 - d. Provide coffee, condiments and paper supplies for activity.
 - e. Ensure that expenses for activities are paid prior to activity/ceremony (i.e., florist, musician, child care).
 - f. Have delivery of items for ceremony be made at least one hour prior to start and items are picked up prior to departure from activity.
 - g. Obtain permission for entrance of guests onto Naval Air Station from NAS Lemoore Security. (See NASLEMINST 5560.8E).
 - h. Pick up key(s) on Friday prior to week-end event. Be sure to return key(s) the following Monday after the week-end event.
 - i. If your event requires prior set-up on another date you must include this information on this request form. Failure to do so will not guarantee use of space.
 - j. Be responsible for the conduct of all persons in attendance. Guests shall be in proper attire.
 - k. Ensure there is NO consumption or possession of alcoholic beverages or controlled substances on the chapel complex premises.
 - l. Food and drink is to be consumed in the Fellowship Hall and Kitchen area and not in the Chapel or classrooms.
 - m. Abide by NASLEMINST 1730.1C. Failure to abide by instructions for use of facilities may result in the loss of use.

I UNDERSTAND AND WILL ADHERE TO ALL REGULATIONS REGARDING CHAPEL USE:

SPONSOR'S SIGNATURE (SIGN SECOND PAGE FOR WEDDINGS)

DATE:

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PART B: ADDITIONAL INSTRUCTIONS FOR WEDDINGS

1. Photographers must consult with the Chaplain/Minister for ceremony requirements.
2. Photographs will be taken ONE HOUR before and no more than ONE HALF HOUR after the wedding.
3. Receptions may be scheduled at a Naval Air Station Lemoore Club. Reception reservations are made through the perspective Naval Air Station Lemoore Event Coordinator at the club.
4. Throwing rice, confetti, bird seed or other materials in or around the chapel premises is prohibited.
5. Releasing of birds in the chapel is prohibited.
6. Military arch of swords is conducted outside the chapel door.
7. Nails, tape and tacks are not to be used on the chapel pews.
8. Applicants are responsible for scheduling the chaplain or the civilian clergy for the marriage ceremony. Civilian clergy conducting ceremonies in the Chapel will provide the Command Chaplain with a written statement detailing their religious denomination and eligibility to perform the scheduled ceremony. (i.e., Southern Baptist, Ordained Minister).

BRIDES FULL NAME:	PHONE: () -	
RECEIVED MARRIAGE LICENSE FROM COUNTY CLERK (CIRCLE) YES NO	DATE OF LICENSE:	
DATE ATTENDED NAS CHAPEL PRE-MARRIAGE SEMINAR:	ATTENDED PRE-MARRIAGE SEMINAR: (CIRCLE) GROOM BRIDE	
INTERVIEWING CHAPLAIN:	RECEIVED OFFICIATING CLERGY LTR: YES NO	DATE:
OFFICIATING CLERGY'S NAME:	PHONE: () -	
WEDDING REHEARSAL; DATE (DD/MM/YY): / /	TIME (0730-1630):	

ITEMS REQUESTED FOR WEDDING CEREMONY:

SILK FLOWERS () COLOR: _____

CANDLE LIGHTER ()

CANDELABRA; CANDLE, GAS () CANDLE, WAX ()

KNEELER ()

KNEELER COVER ()

UNITY CANDLE STAND; LARGE () SMALL ()

ADDITIONAL REMARKS:

I UNDERSTAND AND WILL ADHERE TO ALL REGULATIONS REGARDING CHAPEL USE:

SPONSOR'S SIGNATURE

DATE:

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APPLICATION FOR CHAPEL USAGE (FACSIMILE)

TRANSMISSION DATE:

RE-TRANSMISSION DATE:

TO: OFFICE OF THE CHAPLAIN, NAS LEMOORE

FROM:

NAME: ASSISTANT FACILITIES MANAGER

NAME:

OFFICE/CODE: 013

OFFICE/CODE:

PHONE NUMBER: X 4618

PHONE NUMBER: X

FAX NUMBER: X 3262

FAX NUMBER: X

SUBJECT: APPLICATION TO USE CHAPEL FACILITIES

DATE OF USE (DD/MM/YY): / /

TIME; FROM: TO:

ACTIVITY:

FACILITIES Requested:

MAIN CHAPEL ()
FELLOWSHIP HALL ()CLASSROOM ONE (1) ()
CLASSROOM TWO (2) ()

KITCHEN ()

PERSON(S) MAKING RESERVATION:

SPONSOR'S FULL NAME:

RATE/RANK:

ADDRESS:

PHONE: () -

WORK CENTER:

PHONE: () -

RESPONSIBLE PERSON IN CHARGE OF CLEANING AFTER ACTIVITY

RATE/RANK/FULL NAME:

PHONE: () -

DUTY STATION:

PHONE: () -

PLEASE READ AND SIGN BELOW

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2. I understand the SPONSOR shall:

- a. Keep the reserved parking spaces open in front of the chapel.
- b. Ensure clean up after the activity or ceremony, sweeping/mopping, placing space back as found before event and removing all trash to the dumpster at the east end of Building 811 parking lot.
- c. Clean the Kitchen and items utilized, if used, after the event.
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- g. Pick up key(s) on Friday prior to week-end event. Be sure to return key(s) the following Monday after the week-end event.
- h. If your event requires prior set-up on another date you must include this information on this request form. Failure to do so will not guarantee use of space.
- i. Be responsible for the conduct of all persons in attendance. Guests shall be in proper attire.
- j. Ensure there is NO consumption or possession of alcoholic beverages or controlled substances on the chapel complex premises.
- k. Food and drink is to be consumed in the Fellowship Hall and Kitchen area and not in the Chapel or classrooms.
- l. Abide by NASLEMINST 1730.1C. Failure to abide by instructions for use of facilities may result in the loss of use.

I UNDERSTAND AND WILL ADHERE TO ALL REGULATIONS REGARDING CHAPEL USE:

SPONSOR'S SIGNATURE (SIGN SECOND PAGE FOR WEDDINGS)

DATE:

REMARKS: _____

CHAPEL STAFF USE ONLY;

CALLED AND CONFIRMED/DENIED USE OF REQUESTED SPACE ON / / WITH _____

ENTERED REQUEST ONTO CHAPEL CALENDAR AND RE-FAX THIS PAGE TO SENDER ON _____.

SIGNATURE